

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-19

Date: August 21, 2001
Expiration Date: 12/31/01
69:56:is:4856

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA ADMINISTRATIVE REQUIREMENTS WORKSHOP

The purpose of this bulletin is to announce a new training workshop on Workforce Investment Act (WIA) Administrative Requirements. The Local Training Response Unit (LTRU), of the Workforce Investment Division, has designed a one-day session for both new staff and those with some experience at the Local Workforce Investment Area (LWIA) level. Some of the topics this workshop will review include: the WIA Federal Uniform Administrative Requirements, Local Procurement Systems, Property Requirements and Limitations, Audit Requirements and Resolution of Findings, Memorandums of Understanding, Documentation and Record Keeping, Equal Employment Opportunity and Americans with Disabilities Act, Fee for Service, Administrative policies, Procedures, and Costs. In keeping with LTRU training guidelines, attendees should expect plenty of hands-on participation in this general training session.

This pilot training session is scheduled for October 2, 2001, and is limited to 30 participants. It will take place in Sacramento, from 9 a.m. to 4 p.m.

All LWIA staff who are interested in attending this training should complete and fax the attached registration form. The class will be filled on a first-come, first-served basis (of registration forms received via mail or fax, not by phone), with a two-person limit per each LWIB. Three weeks prior to the workshop, *confirmation letters will be sent to the first 30 registrants only*.

This is a pilot workshop; future sessions will be scheduled in the Bay Area, the Central Valley, San Diego, Los Angeles, and Riverside. Also, if a LWIB is interested in hosting this training for its staff and other local partners, please indicate choices for potential training dates on the bottom half of the registration form.

If you have any questions, please contact Don MacMillan at (916) 654-8308.

/S/ BILL BURKE
Chief

Attachment

This form should be completed and faxed to:

**Employment Development Department
Workforce Investment Division
Attention: DON MACMILLAN
FAX: (916) 654-9657 or (916) 654-9586**

Please register the following individual(s) for the Workforce Investment Act Administrative (WIA) Requirements Workshop to be held in Sacramento on October 2, 2001. (I/we understand that only the first 30 applications will be enrolled and receive a confirmation letter.)

Please print clearly & no abbreviations

Name: _____ Name: _____

LWIB Name: _____ LWIB Name: _____

LWIB Address: _____ LWIB Address: _____

Phone #: _____ Phone #: _____

Fax #: _____ Fax#: _____

Name of person submitting this form if other than above: _____

=====

REQUEST TO HOST A WIA ADMINISTRATIVE REQUIREMENTS WORKSHOP

Request to host a WIA Administrative Requirements Workshop from the Local Training Response Unit (LTRU). The LTRU will provide the trainer for this one-day workshop, as well as the applicable training materials at no charge to the Local Workforce Investment Board (LWIB). In return, the host LWIB agrees to provide a list of attending participants to the LTRU in advance of the training date and provide adequate facilities for the class. Class size is limited to 25 participants.

Please indicate your choice of dates below for hosting this training. These dates should reflect a minimum of 30 days lead-time from submitting this form, but no earlier than November 1, 2001, to allow for adequate planning.

1st Date: _____ **2nd Date:** _____ **3rd Date:** _____

Please indicate your contact person regarding confirmation of your selected dates and arrangements for the training.

Name: _____ **Title:** _____

LWIB Name: _____ **Phone:** _____

FAX #: _____ **Email Address:** _____